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2 NOV 1970

MEMORANDUM FOR: Acting Deputy Director for Support  
SUBJECT : Office of Personnel Report - Week Ending 30 October 1970

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25X1A 1. Staff Employee to Contract Employee Status-- [REDACTED] The Office  
of Training staff employee to contract employee conversion program at  
[REDACTED] has been completed. Thirty-four employees were involved: [REDACTED]  
[REDACTED] guards, six telephone operators, the [REDACTED]  
[REDACTED] and the Finance Assistant. The effective date was  
1 November 1970.

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2. Retirement Information Seminar: As of this date we have gone  
through half of the Seminar. Average attendance the first day was 320; for  
the second day it was 391. This is quite a disparity from the 700 plus who  
sought to attend and from the 524 who could have been accommodated. Whereas  
105 spouses were registered to attend, only 35 showed up the first day and 36  
the second day.

3. Voluntary Federal Income Tax Withholding for CIARDS Annuitants: On  
1 October 1970 all CIARDS annuitants and survivor-annuitants were notified that  
the provisions of the Tax Reform Act of 1969 provided for the optional withholding  
of income tax on annuity payments beginning in 1971. Of the approximately 600  
annuitants who received the notice, to date 85 have requested voluntary with-  
holdings. The amounts range from \$12.00 to \$400.00 per month.

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4. Position Classification:

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- a. Final determinations have been made on the [REDACTED]

[REDACTED] The positions will be upgraded to GS-14 as soon as the Office of Finance and the Deputy Director for Plans determine what other positions will be deleted to provide upper-level ceiling.

b. A review is being conducted concerning proposed changes in supergrade positions in the Office of Communications.

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c. Storekeeper and Supply Assistant positions in the Central Depot are being surveyed.

5. Cooperative Education: [REDACTED] and a representative of NPIC interviewed 25 co-op applicants at the University of Missouri/Rolla last week. Nine of this group were given PHG's to complete and return.

6. Reserve Affairs:

a. The first presentation of the new active duty training course "U.S. Military Involvement in Southeast Asia" started on Monday, 26 October, 1970. Thirty (30) Agency Military Reservists are enrolled.

b. A briefing team from the Office of Directorate for Intelligence Production, Africa/Middle East Branch, Defense Intelligence Agency will make a presentation to members of the Agency's Military Reserve Unit on Monday, 2 November 1970. The team will consist of four officers, who will cover the Military Situation in South Africa, French Military Domination in Chad, the Insurgency in Sudan and Tanzania's Security Forces.

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7. Problem Solving Seminar #7: [REDACTED] Chief/Review Staff

met with representatives of CMS, OS and C/OPSER/DDP to develop an outline for briefing the members of DDS Problem Solving Seminar #7.

[s]/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

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OD/Pers/ [REDACTED] djp (2 Nov 70)

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